

NOTICE

School Health and Related Services (SHARS) Cost Report Corrections

PLEASE READ:

Corrections may be made to a district's cost report up to 60 days after the original due date of the cost report. The correction request deadline for the 2019 SHARS cost report is **August 15, 2020**.

To make a correction to a cost report:

- Scan and send a written, district-initiated correction request to ra_shars@hhsc.state.tx.us.
- Correction requests must be on district letterhead and signed by the Financial Contact.
- Correction requests must be notarized.
 - Requests should include:
 - District Name
 - District NPI and TPI
 - Year of the cost report in need of correction
 - Brief description of the issue/correction
 - Length of time needed to complete the revisions
- Please note, cost reports that are made available for corrections will require new signed and notarized certification forms. Official signature and notary dates must be no earlier than the electronic cost report resubmission date.

For questions, please call the SHARS helpline at (512) 730-7400 or email us at ra_shars@hhsc.state.tx.us.

For help with STAIRS, contact the Fairbanks Information Center at 888-321-1225 or info@fairbanksllc.com.